



Town of Eagar Request for Public Information

The Following policies apply to all requests for materials/documents:

1. After receipt of your request, you will be notified when the materials are available for review or pick up. Payment is due for copies when they are picked up.
2. Materials can be faxed after payment has been received (including cost of telephone (FAX), call, if applicable. If materials are requested to be mailed, they will be sent first class mail after receipt of payment (including cost of postage). Make check payable to the Town of Eagar.
3. Charges for copies will be applied pursuant to resolution set by the Eagar Town Council

Request By:

Name: _____

Address: _____

Telephone Number: _____ Home _____ Work _____

Records Requested _____

Actions Requested (Check all that apply): ☐ Inspect ☐ Copy ☐ Mail ☐ Certification ☐ Noncommercial Use
☐ Commercial Use

Signature

Name Printed

Date

FOR OFFICIAL USE ONLY

Date Stamp – Received

TOWN CLERK ☐ DATE: _____

TOWN ATTORNEY ☐ _____

DEPARTMENT _____ ☐ _____

_____ ☐ _____

_____ ☐ _____

NOTIFICATION TO REQ. ☐ _____

PAYMENT TOTAL/REC'D ☐ _____

PICKED UP/MAILED ☐ _____

STAFF HOURS (RESEARCH) ☐ _____

Received By